

Safety Briefing for School of BEES

March 2019

Aimed at all 4th year honours project students
Teaching lab 1, Butler Building

Allen Whitaker

On behalf of the School Safety Committee

School of BEES Safety Committee

- **Prof. Andy Wheeler** (Head Of School)- CEC
- **Mr. Allen Whitaker** (Chair) - Cooperage Building
- **Dr Markus Eichorn** – (Vice chair)- Butler Building
- **Ms Elaine Kelly** - School Manager - CEC
- **Dr Eileen Dillane** – T.O. - Butler Building
- **Ms Mary Lehane** – S.T.O - Cooperage Building
- **Dr John Reavey** – Academic - Butler Building
- **Dr Tom Reed** – Academic - CEC
- **Dr Gabrielle Davidson** - Post-doc rep. - Cooperage building
- **Mr. Ronan O’Sullivan & Ms. Tiffany Slater**- Postgraduate rep.
Cooperage Building / Butler Building
- **Dr. Marcel Jansen** – Radiation Protection Officer for School of BEES
 - Meet ~ 6-8 weeks to discuss safety issues arising

THINK SAFETY!



Different Constituencies within School of BEES

- Cooperage Building
- Enterprise Centre
- Butler Building

- **Important:** If you are working in other centres e.g Fota, ERI, MaREI, Lough Hyne, Glasshouses or in the field etc., you must abide by safety regulations. Must make yourself aware of the the person(s) in charge of the area you are working. You should always complete risk assessments for BEES – talk to your supervisor)

School Safety Committee – Terms of Reference

The role of the School Safety Committee is to advise and assist the Head of School and School Board School Management Team in reviewing proposals to ensure that health and safety rules and procedures are developed, documented and issued to staff, students, visitors and contractors to safeguard their health and safety.

Remit:

- **Oversight of compliance with current and developing health and safety legislation**
- **Promote the proactive prevention of accidents**
- **Ensure the risks associated with the activities of the School of BEES are identified, and determine that activities are conducted in a safe and healthy manner**
- **Arrange for staff and students to receive the appropriate information, instruction and training and the necessary supervision to perform their work or studies safely and set training goals**
- Make financial provisions for safety equipment and materials and determine that the maintenance of health and safety standards is adequate relative to the level of assessed risk
- Ensure the health and safety implications of new experimental work being planned or new equipment being purchased are fully assessed and taken into account in project funding allocation
- **Encourage staff involvement in resolving health and safety issues through the School Safety Committee.**
- **Liaise with College Health and Safety Office and their consultants throughout the year and with any inspections or visits.**
- **Document H&S related issues within the school and prepare ASR submitted to SEFS.**

Safety and Welfare at Work Act (2005 and further enacted in 2009)

- *There is a legal requirement to ‘manage and conduct’ all work activities at Dept, School, College and University level, in such a way as to ensure, **as far as is reasonably practicable**, the safety, health and welfare at work of employees....* Adapted from the ‘Introductory note on the key management responsibilities arising from the Safety Health and Welfare at Work Act 2005’.....
- **‘as far as is reasonably practicable’** ; means that **‘an employer has exercised all due care by putting in place the necessary protective and preventive measures, having identified the hazards and assessed the risks to safety and health likely to result in accidents or injury to health at the place of work concerned and where the putting in place of any further measures is grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of any circumstance or occurrence that may result in an accident at work or injury to health at the place of work’**



Objectives of the Regulations

- ✦ To provide a single set of regulations covering hazardous substances/situations
- ✦ To set out the principles for occupational health & safety
- ✦ To meet the requirements of various European Directives
- ✦ To permit ratification of the I.L.O. Convention on Carcinogens



Hazard and Risk

- ✦ Hazard is the potential a substance/ situation has to cause harm
- ✦ Risk is the likelihood of harm in defined circumstances

Why do we need Regulation ?

| Cause of Death | Estimated No. per year |
|----------------|------------------------|
| Cancer | 8,000 |
| Bronchitis | 1,000 |
| Pneumoconiosis | 700 |

2017 there were 47 work related fatalities (HSA)
9,143 non-fatal injuries reported to HAS in 2017
~ 2,000 non fatal injuries per annum on Irish Farms (Teagasc)

Query on safety matter?

- School safety committee is first 'port of call'
- Contact: a.whitaker@ucc.ie
- School safety committee work in tandem with UCC H+S office (and with external consultants)
<http://www.ucc.ie/en/occupationalhealthandsafety/>
- They advise us and we advise you
- All accidents/incidents should be reported immediately to Head of School and School Manager (Andy Wheeler (HOS) and Elaine Kelly (School Manager)) - copy sent to Chair of safety committee. A report on the incident has to be sent to OCLA, UCC <http://www.ucc.ie/en/ocla/> within 24 hours.



- *‘There is the possibility that an Inspector from the Health and Safety Authority can bring criminal proceedings against the University/ College, **or any individual**, for a breach of any duty under the Safety, Health and Welfare at Work Act, 2005’.*
- <http://www.hsa.ie/eng/>
- Make sure you know what you are working with (wear the appropriate PPE) and have the appropriate risk assessments to hand

Safety Statement Work Manual (S Model)

<http://www.ucc.ie/en/occupationalhealthandsafety/risk-safety-field/workmanual/appsclinks/>

The screenshot shows a web browser window with the following elements:

- Address Bar:** <http://www.ucc.ie/en/occupationalhealthandsafety/risk-safety-field/workmanual/appsclinks/>
- Page Header:** UCC Health & Safety Office logo and navigation tabs (Staff, Students, Library).
- Search Bar:** Search for People, Courses, or Website.
- Navigation Menu:** Study@UCC, Research, Campus Life, Schools & Departments, About UCC, Alumni.
- Section Header:** Model (S)
- Breadcrumbs:** Home > Support > Health and Safety Office > Dept Safety Statement Templates, Risk Assessment, Field Work > School/Dept. Safety Statement Work Manual > Model (S)
- Sidebar (Left):** Home, Welcome & Contact, Information, Mission & Services, University Safety Policies, Other safety contacts & advice at UCC, Emergencies & First Aid, Accidents and Dangerous Occurrences, Staff training, Occ. Health & Hygiene, H&S at UCC, Dept Safety Statement Templates, Risk Assessment, Field Work, School/Dept. Safety Statement Work Manual, Risk Assessment (universal), Field Work, Functional Area Annual Reports - Benchmarking, Regulatory News & Advice (Irl & EU).
- Main Content Area:**
 - Model (S)** - Please choose from the links below to enter the different sections of the document. If you are not sure what you are looking for browse through the .
 - The work manual comprises 4 Volumes and Appendices:
 - [Model \(S\) Full Index \(Volume 1-4 and Appendices\)](#)
 - [Volume 1 Safety Management System](#)
 - [Volume 2 Requirements for the Control of Hazards and Risks](#)
 - [Volume 3 Hazard Identification and Risk Assessment](#)
 - [Volume 4 Safety Action Plans](#)
 - [Appendices](#)
- Preface to Model (S)** - This is the third issue of the Safety Statement manual that was produced to:
 - Meet new Health & Safety legislative changes
 - Take account of restructuring and management re-organisation within the University
 - Make minor revisions or corrections to some sections including date proofing
 - Add new sections or include extra detail to other sections
 - Be available in e-format on the University intranet

- Sidebar (Right):** Corporate & Legal Affairs, H&S QA System, UCC Permit to Work System, Dept Safety Mgt (advice), B&E(Maintenance & Fire Safety), Bio Safety & GMO authorisation, No Smoking Policy, Seasonal Advice, Useful Links, Regulatory Advice, H&S News.
- Taskbar:** Windows taskbar with icons for Internet Explorer, Firefox, Chrome, Word, PowerPoint, and system tray showing 10:58 on 11/09/2014.

The screenshot shows a web browser at the URL <https://www.ucc.ie/en/bees/current/>. The page header includes the UCC logo and the text "School of Biological, Earth and Environmental Sciences" and "An Scoil Eolaíochtaí Birtheolaíochta, Domhaneolaíochta agus Comhshaoil".

The left navigation menu, titled "In This Section", lists various categories. The "Current Students" link is highlighted with a red background and a blue circle around it. Other links include Home, Courses, Research, People, Outreach, and News.

The main content area is titled "Current Students" and features a large image of a forest. Below the image, there is a section titled "Make a Payment" with a "Pay Now" button. Further down, there is a section titled "Current Students" with several links, including "UCC Plagiarism Policy for School of BEES" and "Plagiarism Presentation", which is also circled in blue. Other links include "Health & Safety", "Chemical Risk Assessment Form (DOC)", "BEES Field Safety Manual", "BEES Field Safety Manual Appendices 1-12", and "Fieldwork Risk Assessment Form".

- Safety information available on BEES website (<http://www.ucc.ie/en/bees/current/>)
- Important safety information available through the “**Current Students**” tab
- **Your supervisor is the first person to speak to. Hard copies of risk assessments are available in labs and from Lab coordinators.**

Checklist – Staff, Postdocs and Postgraduate and 4th Year Students

Staff and PhD students

1. Complete **all** risk assessments electronically (**lab and field**) (**ALL WORK AREAS TO BE INCLUDED HERE**)
2. A copy should be emailed to beesafe@ucc.ie
3. A hard copy should be available in the lab (where the work is being performed) with the most recent Material Safety Data Sheet attached (*available from company that supplied the material e.g <http://www.sigmaaldrich.com/ireland.html>*). (Don Kelleher, Butler building, Allen Whitaker/Mary Lehane, Cooperage)
4. PIs/Supervisors/Technical Officers - ensure compliance of research team including students
5. In the case of 4th year undergraduates and MSc, ensure they have read, signed and have been given a copy of the appropriate RAs. They also need access to MSDS sheets.
6. Any 'high risk' work should where possible, be carried out during normal working hours.
7. *Only 4th years who have obtained written permission from Head of School are allowed to work beyond normal working hours (5.30pm). Out of hours there should always be a nominated staff member or a PhD student working in the building at the same time (who has been introduced to the student). Out of hours logbook must be completed on entering and leaving the building.*
8. **Staff:** risk assessments also apply to individual modules (e.g fieldtrips, laboratory classes, industrial visits etc.). Completed RAs should be emailed to beesafe@ucc.ie where they will be made available electronically **on Shared Folders**
9. Staff should complete the relevant Student Supervision form (Appendix VII) School Health and Safety Statement for all students under their supervision. Should be completed at beginning of students study programme. Also available on the shared folders. Again these should be e-mailed to beesafe@ucc.ie

Classification, Labelling and Packaging Regulations

The [CLP Regulation \(EC\) No 1272/2008](#) on classification, labelling and packaging of substances and mixtures entered into force on the 20th January 2009 bringing us a step closer to the goal of having the same chemical hazards communicated in the same way around the world.

ONE SUBSTANCE = ONE CRITERIA = ONE LABEL

Suppliers must label a substance or mixture contained in packaging according to CLP before placing it on the market either when:

A substance is classified as hazardous.

A mixture contains one or more substances classified as hazardous above a certain threshold.

CLP defines the content of the label and the organisation of the various labelling elements. The label includes:

The name, address and telephone number of the supplier

The nominal quantity of a substance or mixture in the packages made available to the general public (unless this quantity is specified elsewhere on the package)

Product identifiers

Where applicable, hazard pictograms, signal words, hazard statements, precautionary statements and supplemental information required by other legislation.

Dual system in place until 2015



Useful links:

http://www.hsa.ie/eng/Archived_Material/FAQs/Chemical/CLP_Regulation.html

Useful Links

Available at: School of BEES Home page <http://www.ucc.ie/en/bees/> under the 'Current Students' tab .

Health and Safety presentation 2018

BEES Field Safety Manual

BEES Field Safety Manual Appendices 1-13

Fieldwork Risk Assessment Form

Chemical Risk Assessment Form

*Additionally Student Supervision form on the Shared Folders

Available at: University College Cork, Health and Safety Office <http://www.ucc.ie/en/occupationalhealthandsafety/risk-safety-field/fieldwork/>

Code of conduct and safety instructions for students on fieldwork

- 19.3.17 Chemical risk assessment form
- 19.3.20 Chemical risk assessment form for those chemicals with irreversible health effects
- 19.3.18 Biological risk assessment form

*****All completed Forms emailed to beesafe@ucc.ie*****

Checklist 4th year Students in BEES

(24 hour) Emergency number for University security is 3111

What you should do first: Consult with supervisor prior to doing any work. Discuss risk assessments in relation to your work. Follow University and School guidelines in relation to good working practice either in the field or in the lab

Laboratory work:

1. Introduce yourself to the Technical Officers and PhDs/Post-Docs/other 4th years working in the lab.
2. Note exits and where fire assembly point is located
3. Note where first aid kits and eye wash stations are located
4. Note the list of first aiders and emergency numbers which are posted up in each lab
5. Note where the first aid room is in the building
6. Note where fire extinguishers are located
7. Note where disposal bins (glassware, sharps, etc) are located
8. Absolutely no eating and drinking in labs
9. Think about what you would you do in an emergency?

Field :

1. The University advises that students do not engage in fieldwork activities alone – have at least one other with you (consult with your supervisor on this).
2. Keep in touch with your supervisor when working away from the School (local arrangement – keep in touch via mobile phone)
3. Risk assessments should be completed with your supervisor prior to undertaking any fieldwork
4. Think about what you would you do in an emergency?

Remember: Safety training and a knowledge of the completion of risk assessments in the workplace, is a useful transferrable skill and can be included on your CVs!

Fire Safety Management

- University Fire Consultant: Mr. John O' Callaghan will visit during the year and will conduct fire drills.
- All staff are fire marshals.
- Follow instructions from staff when/if advised to do so.

Useful Links

Available at: School of BEES Home page <http://www.ucc.ie/en/bees/> under the 'Current Students' tab . Also available for staff on **Shared Folders**.(School/Health & Safety/Forms)

Health and Safety presentation 2018

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